



THE CITY OF SAN DIEGO

Records Information

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 201, SAN DIEGO, CA 92101-4153

Call (619) 446-5300 for Appointments and

Call (619) 446-5200 for Information

Hours of Operation: Monday-Thursday 8:00 am - 4:00 pm, Friday 8:00 am - 2:45 pm

INFORMATION
BULLETIN

110

May 2004

I. WHAT IS RECORDS INFORMATION?

Records Information is a service designed to provide comprehensive building permit, plan, and map information for projects permitted after 1955.

II. WHY VISIT THE RECORDS SECTION?

The Records Section maintains records, maps and files for the City of San Diego. Often the information can be used to help determine if a project is regulated by a discretionary action and was legally constructed and completed. This information can be useful for persons purchasing a home, commercial or industrial property.

III. INFORMATION REQUIRED FOR SERVICE

The information provided at the Records Section is accessed through property address, plan file number, approval number, permit number or legal description which can be obtained through the County Assessor.

IV. SERVICES PROVIDED

The Records Section staff can answer general records related questions. The following is a list of available resources:

- Building Permits
- Engineering Permits
- Transportation Permits
- Building Plans
- Engineering Improvement Drawings
- Curb to Property Line Distances
- Center Line to Property Line Distances
- Right of Way Distances
- Base and Zoning Maps
- Drainage, Sewer & Water Maps
- Ortho/Topo Maps
- Seismic Maps
- Subdivision/Parcel Maps
- Tentative Maps
- Record of Survey
- 800' Scale Maps
- Lot Dimensions
- Easements
- Development Services Publications

- Engineering Files
- Environmental Files
- Planning Files
- Subdivision/Work Order Files
- Transportation Files
- Mean High Tide Points
- Encroachment Removal Agreements

V. OPTIONS FOR SERVICE

There are several service options to access most of these materials. Permit information can be obtained by visiting the City website at:

www.sandiego.gov/development-services

or by calling (619) 446-5200. You can also fax your request for information to (619) 446-5250. Information may also be obtained in person by visiting the Development Services Department, 1222 First Avenue, 2nd floor and meeting with a representative in the Records Section. Due to the high volume of records requests, free assistance is limited to thirty minutes. Appointments are recommended and can be made by calling (619) 446-5300.

GENERAL FEES

Blueline copies	\$8.00 per page
Copies 8-1/2 x 11	\$.15 per page
Copies 11 x 17	\$.15 per page
Permits	\$.15 per page
Plans	\$2.00 per page
Microprints	\$2.00 per page

- Loan of Public Records
Maps \$1.00 per series
- Seismic Maps \$16.00 per page/
..... \$800.00 per set

See reverse side of this form for Fax and Mail-in Request form.

"Printed on recycled paper. Visit our web page at www.sandiego.gov/development-services. This information is available in alternative format for persons with disabilities, upon request."

RECORDS RESEARCH REQUEST FORM

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Daytime Phone: _____

Address(es) to be researched:

List the type and quantity of information requested:

Fee Schedule	Cost	Qty	Total
Certificate of Occupancy	\$ 5.00		
Copies of Permits	\$.15		
Copies of 100 Scale Maps	\$ 8.00		
Micro Prints	\$ 2.00		
Partial Map Copies	\$.15		
Seismic Maps	\$16.00		
	Total		

Make checks payable to: City Treasurer

Hours of Operation: Monday - Thursday 8:00 a.m. - 4:00 p.m.
Friday 8:00 a.m. - 2:45 p.m.Telephone Hours: Monday - Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 2:45 p.m.

Fax Number: (619) 446-5250

Internet Address:

[HTTP://www.sandiego.gov/development-services/industry/buildrecords.shtml](http://www.sandiego.gov/development-services/industry/buildrecords.shtml)